

SAMPLE:

Mistletoe Bay Trust Risk Management Plan – Focus Camps

Activity:

Kayaking, Sailing, Mountain Biking, Cooking, Tramping, Orienteering, Swimming, Team Challenge...

Instructors: Trained Teachers and Support Personnel

Date: _____

Group: 1

Location: Mistletoe Bay

Risks:

1. Injury while using equipment, involved in activity or playing around camp
2. Injury through falling out of kayak or optimist or off mountain bike
3. Burns or injury while cooking
4. Stings – Bees/Wasps
5. Illness on camp
6. Drowning or death through accident

	Causal Factors	Risk Reduction Strategies
People <i>Skills, attitudes, age, fitness, ratios, experience, health etc</i>	Poor choices or decisions while operating equipment. Poor decision to stay on the water when conditions are dangerous. Not following instructions – poor behaviour choices. Kayak, cooking, sailing, tramping, biking & camping skills are inadequate.	Clear guidelines and specific skills taught and set for operating all equipment. Supervision of activities where there is identified risk 1 adult to 6 students ratio. Clear identification of potential risks and discussion with whole group about how these will be managed, mitigated or eliminated. Keen assessment of conditions and expert advice re all water activities. Instructions are clear and understood by all.
Equipment <i>Clothing, shelter, transport, activity specific gear, safety gear etc</i>	Cooking equipment – hot billy of water tipped/spilt onto skin. Burns from cooker or hot equipment. Kayak capsize fills with water. Optimist flapping sail whips a student. Hit by boom of optimist in wind change. Student falls off mountain bike or catches foot/hand etc in wheel. Student footwear inappropriate for tramping or biking. Weather protective gear for tramping not water proof or wind proof.	Preparation for all students with cooking safety protocols and strategies prior to activity and close supervision throughout. Properly fitting lifejackets for water activities. Kayak preparation with trained instructors. Support people in support boat behind kayak group for emergency. Preparation re optimist yacht sails and boom dangers and teach skills to avoid. Supervision and safety boat on the water within help distance at all times. Safety boat set up to tow kayaks/yachts to safety. First aid kits/radios carried by supervising staff/parents. Ponchos carried by staff if needed.
Environment <i>Weather, terrain, water, season etc</i>	Rain Wind Rough Seas Mistletoe Bay Eco Village area – Tracks, Gardens, Facilities including recycling centre. Insect bite or sting	All students briefed in appropriate gear required for all conditions and this is check listed. Rescue boat with the group at all times. Off the water in windy conditions for kayaking and any more than light winds for sailing. Boundaries set for the camp areas and guidelines for movement around camp. Prepare group for likelihood of bees/wasps. Apply appropriate medication for stings/bites. Gloves for sorting recycling.

Group Members Requiring Special Consideration – Notes by Instructors/Camp Personnel

Health:
Behaviour:
Other:

Start of Camp Preparation

All personnel/students attending camp will be taken through camp expectations and discuss risk management plans.

Students will: - return signed consent forms and up to date Health profiles

- sign a Student Camp Contract which is countersigned by their parents
- be briefed on the camp programme, camp expectations and standards of behaviour required
- prepare a camp book which details camp activities, including risk management approaches and their personal goals and expectations for camp
- be given a gear list requirement and pay the full camp fee to the Mistletoe Bay Trust Inc.

Personnel will: - be briefed re the specifics of the camp programme

- be allocated tasks/duties within the camp programme and given material, guidance and support to help them prepare.

During Camp Monitoring and Programme Adjustment

Camp briefings will be held every day with students/personnel to ensure health and wellbeing, standards and expectations are maintained, programme adjustments are communicated and decisions regarding any changes explained.

Critical Incident Management

Emergency procedures to manage each identified risk

Emergency gear required

1.	Injury to a student or adult at camp	First Aid Kit – comprehensive kit – refer Health Profiles
2	Sting	Medication as per victim or first aid kit
3	Falling out of kayak or optimist	Rescue boat supervising activity with personnel to assist
4	Burns while cooking	Cold water, burn creams first aid
5	Illness on camp	Boat to transport for medical help or to parents
6	Drowning/Death	Policy in place to handle this situation



Mistletoe Bay
Eco Village

National standards if applicable

Kayaking – Instructors have relevant experience at Mistletoe Bay working with student groups.	Optimist Sailing – Experience in optimists at Mistletoe Bay and the mechanics of sailing entry level yachts.
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Policies/Procedures and guidelines recommended (programme specific)

MBT First Aid Policy & Procedures	MBT First Aide & Safety Contingency Plans
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Minimum skills required by staff/volunteers

Kayaking – Entry level kayaking experience. Sailing – Entry level yachting experience. Training in the instruction of optimist sailing.	Tenting/Cooking – Specific experience in outdoor cooking/camping. Mountain Biking/Orienteering/Tramping – experience at Mistletoe Bay and on the surrounding tracks.
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Emergency Contacts

Mistletoe Bay: 03 573 4048 / 021 131 8283

DoC Picton: 03 520 3002

Picton Police: 03 520 3120

Blenheim Police: 03 578 5279

Picton Medical Centre: 03 573 6092